



REPLY TO  
ATTENTION OF

**DEPARTMENT OF THE ARMY**  
**OFFICE OF THE DEPUTY CHIEF OF STAFF FOR PERSONNEL, G-1**  
**USACHRA, JRTC & FT POLK CIVILIAN PERSONNEL ADVISORY CENTER**  
**7041 RADIO ROAD**  
**FORT POLK, LOUISIANA 71459**

CIVILIAN PERSONNEL  
BULLETIN NO. 23-05

5 January 2006

**LEAVE TRANSFER PROGRAM**

**CARE BULLETIN**

In accordance with JRTC and Fort Polk Regulation 690-20, Part III, Voluntary Leave Transfer Program (VLTP), an employee may donate limited amounts of annual leave to another employee who has been approved to receive leave under VLTP.

**\*\*\*\*\*APPROVED RECIPIENT\*\*\*\*\***

**Tonya Smith, temporary NTE 1 year, Practical Nurse, GS-620-06,** at Bayne-Jones Army Community Hospital, has been approved as a recipient under the Voluntary Leave Transfer Program.

Ms. Smith has been diagnosed with endometriosis, is recovering from surgery and has exhausted all available leave. Ms. Smith is in a leave without pay status.

Current federal employees wishing to donate annual leave to Ms. Smith's account for use during this medical emergency may do so by completing the Fort Polk Form 25 in duplicate and forwarding same to the Civilian Personnel Advisory Center. Donations will be accepted under this bulletin for thirty (30) days from the date of issue. The Fort Polk Form 25 is attached on the reverse of this bulletin, may be downloaded off the Fort Polk Electronic Workplace (<http://DOIMNT1>) or obtained from the Administrative Office within each Directorate.

DONALD R. MALLET  
Director, Civilian Personnel  
Advisory Center

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